

AYESHA AIJAZ ANSARI

HR ASSISTANT/COORDINATOR

Dubai, United Arab Emirates | ayeshaaijazansari2000@gmail.com | [+971521760224](tel:+971521760224)

PROFILE

Detail-oriented HR Assistant with experience in supporting end-to-end HR Operations, employee life cycle processes, and administrative coordination in structured, compliance-driven environments. Skilled in maintaining accurate employee records, supporting on-boarding, and ensuring confidentiality and policy adherence. Passionate about contributing to people-focused, mission-driven organizations like Coca-Cola where operational excellence, collaboration, and employee experience are core values.

CORE COMPETENCIES

- HR Operations and Administration
- Employee Onboarding and Offboarding
- HRIS and Personnel Records Management
- Recruitment and Hiring Support
- Compliance and Confidentiality
- Documentation and Filing System
- Employee Engagement Support
- MS Office (Word, Excel, Outlook)

PROFESSIONAL EXPERIENCE

Quality Internship - International Modern Hospital

May 2024 — Sept 2024

Dubai, UAE

- Conducted **Root Cause Analysis (RCA)** to identify process improvement opportunities.
- Maintained **KPI and incident reporting tracker** for compliance monitoring.
- Supported internal audits aligned with **ACHS Accreditation requirements**.
- Verified employee credential documentation during facility round.
- Collaborated with cross-functional teams to recommend **corrective actions** supporting policy compliance with healthcare standards.

HR Internship - Aster Hospital

Jan 2024 — Apr 2024

Dubai, UAE

- Supported **employee onboarding** by preparing, verifying, and filing HR Documentation.
- Maintained accurate **HR Databases and personnel records** in compliance with policies.
- **Organized active/inactive employee files** to improve document accessibility.
- Ensure the HR office area is well-organized, and supplies are adequately stocked.
- Assisted with compliance documentation aligned with **EIAC Accreditation standards**.
- Providing daily administrative support to the HR team, supporting a positive work environment.

Trainee: Healthcare Administration - Max Hospital

Mar 2023 — Apr 2023

India

- Supported administration and HR documentation processes.
- Collected and validated data for audits and reporting.
- Conducted an **observational study on the HMIS system** effectiveness.

India

- Maintained accurate **employee records** while ensuring data confidentiality.
- Assisted with **onboarding documentation and employee file management**.
- Supported **HR administrative tasks**, including scheduling and correspondence.
- Coordinated **employee engagement activities** to support workplace culture.
- Assisted the HR Team with documentation during the **NABH Accreditation**.

EDUCATION

Amity University, India | 2021 - 2023

MBA: Hospital And Healthcare Management

Aligarh Muslim University, India | 2018 - 2021

Bachelor of Arts: Sociology

CERTIFICATIONS

- Coursera - Introduction to Quality Improvement in Healthcare/Imperial College London
- CPD Training Course - CHRP/KHDA
- Coursera Certification - Artificial Intelligence in Healthcare/Stanford University

TECHNICAL SKILLS

- HR/HRIS Database
- Employee Documentation and Records
- Data Entry and Reporting
- Compliance Documentation
- MS Office (Word, Excel, PowerPoint)

SOFT SKILLS

- Communication and Presentation
- Attention to Detail
- Time Management
- Team Collaboration
- Problem-Solving

ADDITIONAL INFORMATION

- **Links:** <http://linkedin.com/in/ayesha-aijaz-ansari-5628a910b>
- **Languages:** Hindi, English